

21 October 1959

Mr. Carl E. Rantzow
Regional Director
Public Buildings Service
General Services Administration
Washington 25, D. C.

Dear Mr. Rantzow:

The Cornerstone Ceremony for our new headquarters building at Langley, Virginia will be held at 11:30 a.m. on 3 November 1959.

It is therefore requested that the contractor be directed to stop work on the job between the hours of 10:30 a.m. and 12:30 p.m. on 3 November and to perform certain necessary work in preparation for the ceremony by 30 October 1959. Enclosed are prints of two sketches which indicate the major items requiring contractor participation prior to the ceremony. In addition to the work indicated on the sketches it will be necessary for the contractor to:

(a) Have the gravelled surfaced site perimeter road and the entrance road from Route 123 smooth graded to full width to accommodate two way traffic.

(b) Grade and gravel an entrance and exit road from the site gates, at the entrance to the Parkway, to the gravelled site perimeter road.

(c) South Parking Area to be smooth graded.

(d) Roads and parking areas involved in a, b, and c above shall be thoroughly sprinkled to prohibit excessive dust conditions in the event it is determined necessary 24 hours prior to the ceremony.

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(e) Contractor trailers shall be moved to clear at least 100' 0" on each side (North & South) of the center line of the building along the main road at the front of the building.

(f) Furnish temporary power connection as required and lend assistance if needed in the installation of protective railing and boxes, signs, public address system and other assistance as directed.

The above items and the sketches have been discussed with Mr. Bauer and a contractor representative at the site. In order that this work can be accomplished on time I am forwarding additional copies of the drawings together with a copy of this letter to Mr. Bauer. Also, the details for the construction of the speakers platform will be furnished directly to Mr. Bauer on or before 22 October.

For your information, we are making arrangements with the National Park Service to furnish and place the chairs for invited guests; decorate the speakers platform (which as you know is to be constructed by the superstructure contractor under his existing contract); furnish and install public address system and to provide mobile rest rooms and a first aid station. Arrangements are also being made with officials of Fairfax County to provide traffic control both on and off the site.

Sincerely,

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Enclosures

cc: Mr. Ralph C. Bauer

Mr. John Buckley (PBS, Reg. 3)